



**ARKANSAS INSURANCE DEPARTMENT  
LICENSE DIVISION  
1200 WEST 3<sup>RD</sup> STREET  
LITTLE ROCK, AR 72201  
PHONE: 501-371-2750  
FAX: 501-683-2604**

**APPOINTMENT TERMINATION  
INSTRUCTIONS**

1. The form must be printed or typed. The form must be legible or it will be returned unprocessed.
2. The form may be reproduced by copier or computer, but must remain in the same format.

**IMPORTANT: ONLY ONE APPOINTMENT CAN BE TERMINATED ON EACH FORM. THERE ARE THREE (3) TYPES OF APPOINTMENTS FOR ARKANSAS, AND THIS FORM WILL WORK FOR ALL THREE TYPES.**

3. Information must always be provided on questions 1, 2, and 3.
4. To terminate **individual agent appointments**, then complete 4a, 4b, and 4c.
5. To terminate the appointment of an **entire agency** then complete 5a, 5b, and 5c.
6. To terminate the appointment of **an agent (only) under an agency appointment**, complete 6a, 6b, 6c, 6d, and 6e.
7. One reason must be checked in 7b. If you check rebating, twisting or conversion of premium monies, you must attach documentation for the termination. If *other* is checked, then you must write in the reason for the termination. If the reason is for cause, you must also attach documentation of the reason.
8. An authorized individual of the company must sign, date, and print/type their name on the form.
9. Provide a contact name and phone number in case there is a problem -- the Department will need to contact the company for information.
10. All terminations are \$10.00 each. The company check should be made payable to the Arkansas Insurance Department Trust Fund.
11. If a company sends in a termination form it will be processed---**no form may be withdrawn**. If the company does the termination in error---the company must reappoint the agent, agency, or agency agent.

If you have any question regarding the termination of an appointment, please contact the License Division at 501-371-2750. You can review active appointments on the Arkansas Insurance Department Web site at [www.arkansas.gov/insurance](http://www.arkansas.gov/insurance). Select Agent Search for individual appointments or Agency Search for agency appointments.